

MyTax.DC.gov User Guide: How to Request a Certificate of Resale (OTR-368)

If you are Eligible to Request a **Certificate of Resale**, follow this step-by-step guide to learn how to request a **Certificate of Resale** via MyTax.DC.gov.

Can't find what you're looking for? Enter keywords here to filter.

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Business
I want to...

- > Register a New Business - Form FR-500
- > Register a Special Event - Form FR-500B
- > Request a Certificate of Clean Hands

Clean Hands
I want to...

- > Request a Certificate of Clean Hands
- > Validate a Certificate of Clean Hands
- > Learn More About Certificate of Clean Hands

Quick Payments
I want to...

- > Pay with Credit/Debit Card

Tax Law and Guidance
I want to...

- > View Private Letter Rulings
- > View DC Tax Code
- > View Tax Guidance Issued by OTR
- > View Notices

Individual
I want to...

- > Check the Status of My Refund
- > Learn More About DC Freefile/Fillable Forms
- > Respond to Verification Letter
- > View Tax Forms

Forms
I want to...

- > Submit an Extension
- > View/Retrieve Current Year Tax Forms
- > View/Retrieve Prior Year Tax Forms
- > View MeF Information

Resources
I want to...

- > Go to OTR Homepage

Taxpayer Advocate
I want to...

- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

Real Property
I want to...

- > Make a Real Property Payment
- > Search Real Property by Address or SSL
- > View More Options

Quick Links
I want to...

- > Submit a Customer Service Survey
- > View FAQs
- > View Tutorials
- > Contact OTR

Submissions
I want to...

- > Retrieve a Saved Submission or Previously Filed Return
- > Submit Requested Documentation
- > Submit VDA

More...
I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

1. From the MyTax.DC.gov homepage, log in using your **Username** and **Password**.
 - a. If you are a new user, from the MyTax.DC.gov homepage, click on the **Sign up for MyTax.DC.gov** hyperlink to register.

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The screenshot shows the MyTax.DC.gov Summary page for a business. The page title is "BUSINESS TEST" with address "00000-91110, 1001 4TH ST SW, WASHINGTON DC 20024-4517". The user is logged in as "tester" on Thursday, Oct 29, 2020 11:59:13 AM. The "Summary" tab is selected in the navigation bar. A filter box is present above the account list. Two accounts are listed: "Corporation Franchise Tax" and "Sales & Use Tax". The "Sales & Use Tax" account is highlighted with a red box containing the number "2". The "View Other Options..." link for this account is highlighted with a yellow box.

- From your homepage **Summary**, locate the applicable account that you would like to request a certificate of resale (e.g. **Sales & Use Tax**), and click **View other Options**.

The screenshot shows the MyTax.DC.gov Certificates page for the "Sales & Use Tax" account. The page title is "Account" with details "Sales & Use Tax, 350-000055010, BUSINESS TEST". The "Certificates" section is active, showing options to "Obtain a certificate". The "Certificate of Resale" link is highlighted with a yellow box and a red box containing the number "3". Other sections include "Requests" and "Account Management".

- Under the **Certificates** section, click **Certificate of Resale**.

- 4. On the **Certificate of Resale** page, please review the following information:
 - a. Please read the **Instructions** and verify that the pre-populated information is correct on the **Purchaser Information** before clicking **Submit**.
 - b. If there are no changes needed, and the pre-populated information is correct, click **Submit**.

- 5. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.